## Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa or	rchids LLP	_	Date:	05-03-2022	!		
Site:	VOC			Prepared by:	K.Sneha	K.Sneha		
Report From / To 27-02-2022 To 05-03-202		)22 <i>E</i>	2 Approved by:					
Report Date 05-03-2022								
List of requisit	tions numbers m	issing in the repor	rt*:-					
List of requisi	tions where PO/	WO not prepared	3 working day	s after requisit	ion:			
Req No.	Req Date Serial no of item in Req.		Item Description		Reason for not preparing PO/WO#			
	-	_	1-	-		-		
List of requisi	tions where PO/	WO is prepared a	nd items have r	not been receiv	red at site beyond	the lead time:		
List of requisi	Req Date	Serial no of	Item Description		Details of discussion with suppliers			
Req No.	1	item in Req.						
-	-	-		-		-		
No of gate pa	asses issued this	week:	Nill	From No.	- To	No.		
Delivery van	site visit on:		-					
Inward report (MRN/other) & stock report email			ed in pdf format to purchase?		Yes			
Itams not ord	ered but received	l: -						
Other correct	ions & remarks:							
Datails of ste	el & cement stoc	k				la i la Van		
Sl. No	Tor size	Wt per mtr	Wt. for 12 mt	r Stock at si	te Stock at site	in Previous stock in Kgs		
SI. NO	101 3120	kgs	rod = kgs	= no of ro		277		
1.	8mm	.395	4.7	74 Nil	Nil	Nil		
2.	10mm	.617	7.40	04 Nil	Nil	Nil Nil		
3.	12mm	.89	10.6		Nil	Nil		
	16mm	1.58	18.9		Nil	Nil		
4.	20mm	2.47	29.6		Nil	Nil		
5.	25mm	3.86	46.3		Nil	Nil		
6.	32mm	6.32	75.8		IVII NII			
7.	Binding wire			Nil	Nil	PPC/PSC last -		
8. OPC stock	Bilding wife	OPC last		PPC/PSC	-	weeks stock		
		weeks stock		stock	Of Manager	Admin Audit		
2 1		Project Manager		Admin O	fficer/Manager	Adillii Addit		
D . 1		Project Manage	C1					
Details Sign		A.Suresh	C1	K.Sneha 05-03-20				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready with supplier, site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – For technical details from to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical deta

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Prepared by:  Report from/to  Report Date  Site:		21-02-22 TO 26-02-22			1 1 1
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No	Date	Material Descarription	Purchase Manager - Remarks	delivered?	justified?
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